

State Budget Specialist Trainee

(Attachments required - see below)

Office of Management and Budget's (OMB) primary mission is to advise the Governor and Treasurer in preparing the multi-billion dollar State Budget and to supervise its administration among various State agencies. OMB operates in a fast-paced environment investigating issues that are complex, politically sensitive, and frequently involve millions of dollars in resources.

Responsibilities

OMB State Budget Specialists use their professional experience and academic training to assess programmatic costs and benefits, effectiveness, alternative service-delivery strategies, and relative funding priorities. They also develop recommendations for specific planning and budgeting actions. State Budget Specialists:

- Help prepare the State Budget by reviewing agency budget submissions for technical and conceptual accuracy, including budget format and completeness;
- Identify opportunities for future budget savings, including management efficiencies;
- Monitor and project agency spending to identify potential surplus funding as well as programs where budgeted funding may fall short of actual need;
- Evaluate policy initiatives of one or more State agencies;
- Provide program analyses to senior OMB management and Treasury officials on specific, high-profile issues.

Opportunities

Working in sections of 4 to 5 professionals, State Budget Specialists interact with senior staff from OMB and various State agencies. Such interactions provide a unique glimpse of the critical issues facing State government and the forces that shape public policy.

OMB provides formal, in-house training on technical budgeting, OMB data systems, revenue analysis, and other key tasks. Section managers conduct regular performance evaluations to identify areas for staff growth. While work demands are extensive, especially during preparation of the Governor's proposed Budget and the Appropriations Act, high-performing candidates can look forward to a well-defined career ladder with opportunities for advancement.

Requirements

Applicants must have graduated from an accredited college/university with a Bachelor's degree in Management Science; Economics; Accounting; Public or Business Administration; Political Science; Finance; Mathematics; Public Policy; Government Administration; Actuarial Science; Statistics or Budgeting. Possessing an advanced degree in any of these areas will satisfy the education requirement, no matter what the area of undergraduate studies. For full position specifications, visit

<http://info.CSC.state.nj.us/TitleList/TitleSearch.aspx> and enter "State Budget Specialist" under "Title Name."

In accordance with the *New Jersey First Act, P.L. 2011, c.70*, new public employees are required to obtain New Jersey residency within one (1) year of employment.

***If you are qualified and interested in this position, please send your cover letter, resume, application, official or unofficial transcripts and writing sample via email only, no later than September 18, 2015 to EmploymentRecruiter@treas.nj.gov.**

(Please use "State Budget Specialist" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>

New Jersey is an Equal Opportunity Employer